

20 May 62
Mr. Peter Doyle
Dep of Agriculture-Admin
Rm 108 Bldg.

The Department uses a combination Post Office, Messenger delivery service to transmit mail to its 24 Agencies.

Volume is around 25 million pieces per year and is normally not of the bulky type.

Post Office department delivers and picks up 8 times daily. Mail received initially is rough sorted by a central post office into the 24 rough sorts ~~on~~ to the Agency. This mail is sorted into mail bags and set in racks awaiting pick up by the Agency messenger. The Central Post Office employees 6 people - one of which mans the pneumatic tubes.

The Agency mail rooms then picks up their mail and in ^{turn} ~~turn~~ operates what might be called a sub-post office. The AMS Agency Post Office employees 10 people here - the mail is given a finer sort by Division. At this point some mail is opened, that on which the specific addressees cannot be determined. Prior to this any mail received by the Central Post Office system that is not specifically addressed will automatically be directed to the Post Office for the Sec. of Agriculture.

After the Sub-post Office has recounted, opened, etc., that which must be controlled (that going to the Sec.) is pulled out and Form AD-172 Correspondence Control is prepared in 5 parts and then forwarded. All mail is forwarded from here to a division mail room by messengers from the Division Mail Room. In the division the mail is again sorted by name, room number, and delivered to certain established stops. From these, presumably, it moves from desk to desk - Office to Office - by department personnel. This particular Division Mail Room was manned by 3 people.

A rough estimate of time for mail to reach the action desk from initial receipt is 4 hours. Mail moving from Agency to Agency within the Dept. is routed back through the Central Post Office and probably takes 1 1/2 to 2 days from action desk to action desk.

The tube system really isn't used 1/10 of the time that it should be. The people running the mail activity feel that it is to their advantage to sort mail into and deliver a bag as opposed to trying to parcel it out in tubes which can only carry a certain volume.

The Central Post Office facility ^{leaves} ~~lets~~ the timing and frequency of Pick-ups of mail up to the Agency concerned.

The Dept does not have pick up or delivery service to any other Agency in town, rather, these Agencies must do it themselves unless it can to through the Run-Stop system.

For the most part, the Dept. only controls that mail for the Sec. such as Congressional correspondence, etc. About 10,000 pieces last year.